

Instructions

Who needs to file an Annual VSP? All withholding agents are required to submit a completed Verified Summary of Payments Report (VSP) by the last day of January.

Original or Amended VSP: Check the box below if you are submitting an original or amended report. If amending, please include an explanation of changes.

Due Date: 2016 Iowa Withholding Annual VSP Report is due January 31, 2017.

Employer ID Number: Enter your Federal Employer Identification Number. If a Temporary State Identification Number was assigned to you and you have since received a Federal Employer Identification Number (FEIN) from the Internal Revenue Service, contact Taxpayer Services at the email address or phone number below.

Name and Address: Enter your full name and complete address.

Line 1. Total Iowa withholding on W-2s/1099s/K-1s: Enter the combined total of Iowa withholding on W-2s, 1099s, and K-1s.

Line 2. Credits: Enter the total for New Jobs Credit, Supplemental New Jobs Credit, Accelerated Career Education Credit, and Targeted Jobs Credit.

Line 3. Withholding payments made for filing year 2016: Enter the amount of tax withheld and remitted for calendar year 2015. Do not include any penalty or interest.

Line 4. Total amount withheld: Add the amounts on lines 2 and 3. The total should equal the amount on line 1. If the amounts on lines 1 and 4 are not the same, include an explanation of the difference. To adjust for an underpayment or overpayment, you must file an Amended Withholding Quarterly Return.

Signature: The withholding agent who performs, delegates, or controls the payment of wages must sign and date the form.

How to file? File this report online through eFile & Pay at <https://tax.iowa.gov>, by telephone at 800-514-8296, or by mail to: Verified Summary of Payments Report

Iowa Department of Revenue
PO Box 10411
Des Moines IA 50306-0411

For information on electronic filing of W-2s and 1099s with the Iowa Department of Revenue see <https://tax.iowa.gov/electronic-filing-w-2-wage-statements-and-1099-information-returns>. Do not mail any payment or copies of W-2s and 1099s with the VSP.

Questions about Iowa taxes? Contact Taxpayer Services by calling 515-281-3114 or 800-367-3388, or emailing idr@iowa.gov.

2016 Iowa Withholding Annual VSP ReportOriginal VSP ☐Amended VSP ☐

Employer ID Number _____

Name _____

Address _____

City _____ State _____ ZIP _____

Do not send a payment, 1099s, or W-2s with this form.

I declare that this report is correct and complete.

Signature of Withholding Agent _____ Date _____

Daytime Phone Number (____) _____

1. Total Iowa withholding on W-2s/1099s/K-1s		00
2. Credits		00
3. Withholding payments made for filing year above		00
4. Total of lines 2 and 3 (Should equal line 1)		00